DEFENSE INFORMATION SYSTEMS AGENCY

JOINT INTEROPERABILITY AND ENGINEERING ORGANIZATION (JIEO)

CENTER FOR INFORMATION TECHNOLOGY STANDARDS

(CFITS)

STANDARDS COORDINATING COMMITTEEE

(SCC)

ADMINISTRATIVE PROCEDURES

Secretariat - MaryAnn Andersen

(703) 735-3559/3305, DSN 653-3559/3305

As a panel of the Military Communications-Electronics Board (MCEB), the SCC is the action element and issue resolution body for Information Technology Standards. This panel promotes the development and use of IT standards within DOD. The SCC provides a single DOD focal point to coordinate all DOD IT Standards activities including promoting and integrating DOD participation in the non-government standards development process, and integrating DOD standardization activities within non-DOD (e.g., federal, national, and international) standardization activities. The SCC supports the Center for Information Technology Standards in its role as the

Executive agent for IT Standards in carrying out their duties to lead, manage, integrate and coordinate efforts to develop and implement IT Standards in DOD Information Systems provides support.

DEVELOPING AND PROCESSING SCC ACTIONS

1.   **General**.   The SCC will process action items as expeditiously and efficiently as possible and only when the SCC is the most appropriate process for a given action.   In all cases, action taken by the SCC will be processed as described below.

2.   **SCC Membership**. SCC members are designated by their organizations and accredited to the SCC with the authority to represent their organizations' interest and speak for them on Information Technology standards issues. The SCC membership is open to all DoD organizations that have a significant involvement in the development, maintenance, and/or use of IT standards within the DoD.

Other Government organizations, with an interest in the deliberations of the SCC may attend as observers.   Contractors may attend by invitation when acting in direct support of a member organization. A voting member of the SCC MUST endorse observers.

3.   **Security Clearance and Access.**   SCC members are expected to have a **SECRET** security clearance.   The SCC meetings are primarily unclassified, but on occasions meetings may require access at the Secret level or higher. Members will be notified in advance when such access is required to ensure that personnel are cleared for the meeting. All attendees of SCC Meetings and subordinate bodies are required to have appropriate clearances for the action items they are processing.

3.   **Action Item receipts**. The Standards Coordinating Committee will consider items for action that relate to Information Technology standards for C3, intelligence, and mission support systems. Items processed through the SCC may require joint endorsement unless they are of such nature that the approval of the SCC is clearly appropriate

   a. **Action Items forwarded for SCC consideration** must go to the SCC Secretariat (SCCSEC). The SCCSEC will confer with the Chairman, SCC on inappropriate action items submitted. Those items may be redirected back to the originator as determined by the Chairman. Specifically, the SCC will deal with issues involving the following:

   (1) Coordination of DoD IT standards matters
   (2) **Promotion of the integration of DoD participation in non-government IT standards processes to produce standards suitable for implementation in DoD systems.**
   (3) **Integration of DoD and non-DoD IT standards activities**

(4) **Promotion of the development, adoption, specification, certification, enforcement, and use of IT standards by the DoD community**

(5) **Support of C3 data standardization efforts**

(6) **Support of a coherent and comprehensive set of information system security standards for DoD.**

(7) **Support the development of standards profiles for domains in the Technical Reference Model (TRM) for information management.**

(8) **Support the development of test suites for conformance and interoperability testing.**

(9) **Support the inclusion of all IT standards or adopted standards under the Defense Standardization Program (DSP) into the Department of Defense Index of Standards and Specifications (DODISS)**

The SCC will consider action items only when the necessity for action is undeniable, where it cannot be resolved at a lower level by a subordinate SCC body, or the SCC provides the appropriate and most efficient way of achieving resolution of the issue. Issues can be resolved in meetings or via correspondence.

b. **Action Items from CINC/Services/Agency proposed to the SCC** must first come through the CINC/Service/Agency Coordinator before being presented as a SCC action item. The Coordinator will then screen and review the item and forward it to the SCC, if appropriate or return it to their CINC/Service/Agency if required.

All proposed items for SCC consideration will be in a digital format for placement onto the SCC web page. Instructions for item submission are at Appendix A, "Instructions for SCC Action Item Submission." Action Items should include as much information as possible with a clear statement of the issue and requested action (i.e. decision, etc.), and be in strict compliance with Appendix A.

Once approved by the SCCSEC, the item will be placed on the SCC web site in a timely manner. The SCCSEC will return an Action Item number to the submitter. Submissions will conform to the web site structure in Appendix B – "SCC Web Site Structure" and be available in a read-only mode for item review by the SCC membership.

c. **Sub-panels of the SCC, Standards Management Committees** (SMC) may initiate studies and reports for consideration if SCC members and the SCCSEC consider the action item within the purview of the SMC.

5.   **Processing of Action Items**.

a. **Voting.** The final disposition of all issues and matters presented to the SCC will be determined by a two-thirds (2/3) majority vote of the recognized voting SCC representatives (members), or their authorized alternates, present at the meeting and voting on the specific issues that are brought to a vote. In the case of a tie vote, the Chair will case a vote to break the tie. Members that abstain are not counted in the total vote.

b. **No Direct Concern (NDC)**. In the event a Service or agency is not concerned with an item referred to the SCC, the SCCSEC may express NDC in the matter and the SCC will not be required to participate in any further consideration of that item.

c. **SCC and SMC Chartered Working Groups (WG).** WGs established by the SCC, or a SMC, meet as necessary to consider items and to prepare the WG report. No WG reports will be presented to the SCC without specific recommendations from the subject matter SMC, following a short decision brief, if desired. WGs are either SCC or SMC specific. If the WG falls within the subject matter of a SMC, the WG is subordinate to that SMC. If no SMC is active, then one must be created if the WG deals with a specific technical subject matter.

d. **SCC Panel Vote**. The SCC operates on the principle of unanimity. When a vote produces irreconcilable differences of positions -

(1) A "Split Vote" will be recorded in the minutes;

(2) The item may be returned to the SMC with additional guidance for the development of further information;

(3) The item may be forwarded to the Chairman, SCC with recommendations for appropriate actions;

(4) The item may be considered at the next (or special) meeting of the SCC Principals; and

(5) Should the Principals not be able to resolve the issue, the Chairman, SCC may forward the items to the Chairman, MCEB for final resolution.

e. **SCC Standards Guidance**. Upon final resolution of the SCC item, an entry will be made into the SCC IT Standards Guidance data set to reflect the specific standards guidance to the DoD resulting from the SCC's decision on the item. This data set is maintained by the

SCCSEC. It represents the specific IT standards and IT standards guidance endorsed by the SCC. This guidance is for use within the DoD as required and endorsed by the Defense Standardization Program (DSP) and the Military Communications and Electronics Board (MCEB).

6.   **SCC Panel Action Item Handling & Briefing Procedures**

    a. **Briefings & Presentations of Action Item to the** SCC are limited to 20 minutes and will be followed by a specific, proposed motion on the item. If the proposed motion is not successful, the chair will offer a motion for membership consideration.

    b. **A 30-Minute time limitation** will be imposed on all SCC Action Items presented. This 30 minutes includes presentation time, motions and counter motions. At the end of the 30 minutes, the floor will be closed to open discussion and the membership will enter motions on the Action Item seeking a consensus or other resolution as outlined in 3.d above.

    c. **Information briefings can be scheduled after** the closing of the SCC formal session. Information briefings will be "attendance optional" by the SCC membership. This session will not be chaired.

    d. **Presenters/Sponsors for Action Items and information briefings will provide all handout materials** associated with their briefings as well as initiate and complete all follow-up actions required to enter the action item into another forum such as the MCEB and a SMC.

APPENDIX A

INSTRUCTIONS FOR SCC ACTION ITEM SUBMISSION

1.   **Data Submission Requirements**

a. **Submission of SCC Action Items to the SCCSEC must contain** the following information for item placement on the SCC agenda –

(1) Title of Action Item;

(2) Action Item sponsor's name, phone numbers, agency, mailing addresses, e-mail address, alternate e-mail address, and fax number.

(3) Description of issue, specific technology area; specific IT standard(s); profiles and a clear problem definition;

(4) Background discussion;

(5) Alternative solutions; and

(6) Specific motion (Proposal or decision desired).

b. **10-page limitation** for each item submission applies. For additional background, please refer the reader to the appropriate web site for further information.
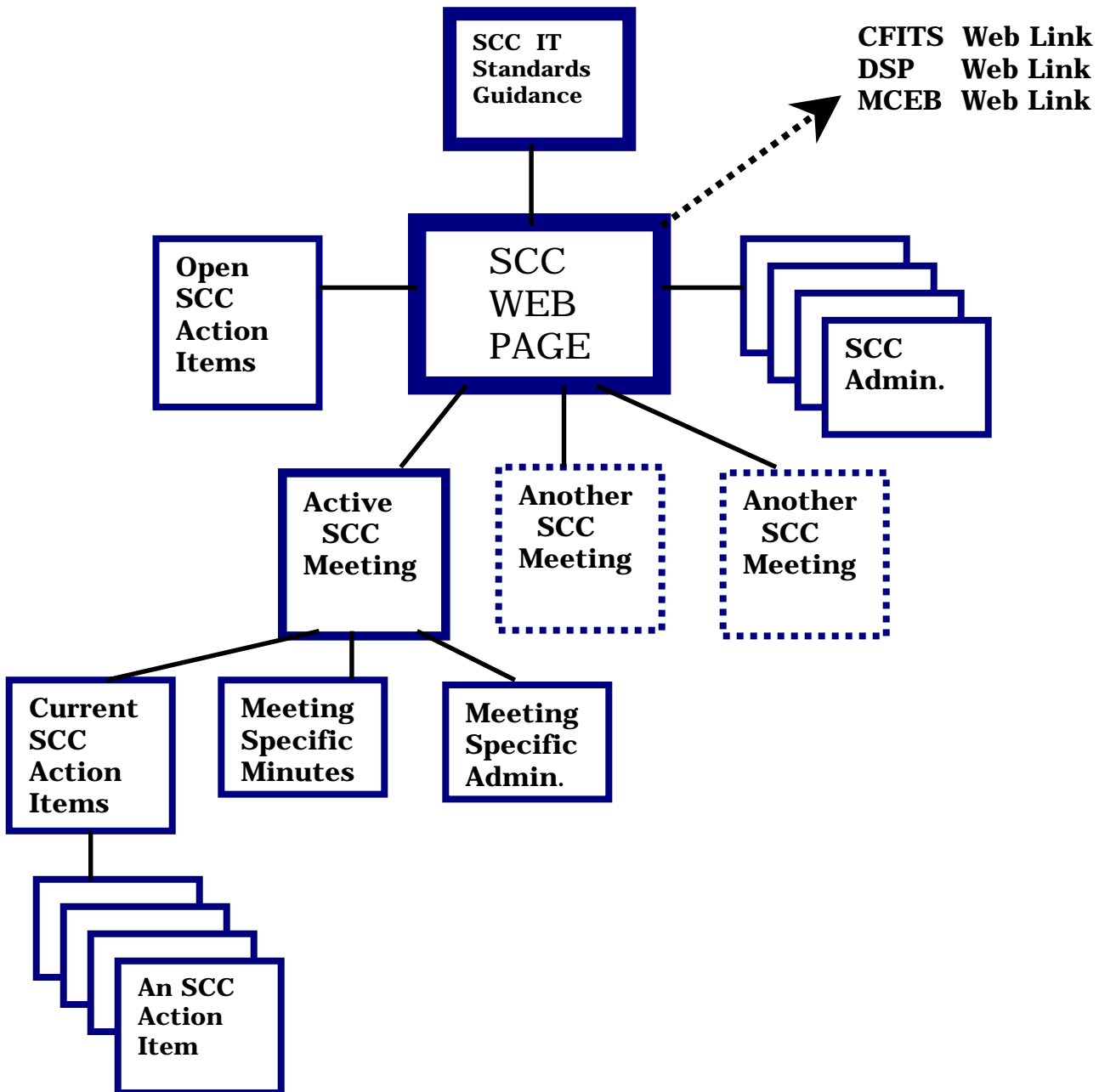
2.   **Technical Submission Requirements**

a. **Submission of SCC Action Items to the SCCSEC must conform to the following technical specification** -

(1) MS WORD 6.0 or greater format;

(2) Bookman Old Style font, 12 pt.; and

(3) be in one contiguous file;

3.   **Flawed Action Item Submissions** will not be assigned an Action Item number and will not be placed on the SCC agenda.

APPENDIX B

SCC WEB SITE STRUCTURE

SCC IT Standards Guidance

CFITS Web Link
DSP   Web Link
MCEB Web Link

Open SCC Action Items

SCC WEB PAGE

SCC Admin.

Active SCC Meeting

Another SCC Meeting

Another SCC Meeting

Current SCC Action Items

Meeting Specific Minutes

Meeting Specific Admin.

An SCC Action Item

(End of Procedures)

DISA-JIEO Memo, JEB, Standards Coordinating Committee
Meeting

DISTRIBUTION:
Military Communications-Electronic Board (MCEB), C4 Systems
(J6B) Room 1E833, The Pentagon, Washington, DC 20318-6100
The Joint Staff, J6I, Room 1E833, 6000 Defense, The Pentagon,
Washington, DC 20318-6000
Office of the Secretary of Defense, ASD/C3I/Information
Integration and Interoperability Directorate, Room 3D239, 6000
Defense, The Pentagon, Washington, DC 20301-6000
Department of the Army, SAIS-PAA-S, Room 1C638, The Pentagon,
Washington, DC 20310-0107
Department of the Navy, Chief of Naval Operations (N6K3),
  2000 Navy, The Pentagon, PT5000, Washington, DC 20350
Department of the Air Force, HQ AFCIC/IT, 1250 Air Force, The
Pentagon, 1500 Wilson Blvd, Arlington, VA 22209-2404
U.S. Marine Corps, Systems Command, C4I Directorate, 2033
Barnett Avenue, Quantico, VA 22134
Defense Advanced Research Projects Agency, Information
Technology Office, and 3701 North Fairfax Drive, Arlington, VA
22203-1714
Defense Commissary Agency, Information Resources Management,
  1300 E Avenue, Fort Lee, VA 23801-1800
Defense Contract Audit Agency, 8725 John J. Kingman Road,
  Suite 2135, Ft. Belvoir, VA 22060-6219
Defense Finance & Accounting Service, DFAS-HQ/SC, 1931
Jefferson Davis Highway, Arlington, VA 22240-5291
Defense Intelligence Agency, Attn: DS-MB1, Building 6000,
  Bolling AFB, Washington, DC 20340-3342
Defense Legal Services Agency, Room 3D933, The Pentagon,
Washington, DC 20301-1600
Defense Logistics Agency, 8725 John J. Kingman Road, Suite
2533, Ft. Belvoir, VA 22060-6221
Defense Security Service, 811 Elkridge Landing Road, Linthicum,
MD 21290
National Imagery and Mapping Agency, Mail Stop P-24, 12310
Sunrise Valley Drive, Reston, VA 20191-3449
Defense Special Weapons Agency, Attn: SDDO, 6801 Telegraph
Road, Alexandria, VA 22310-3398
National Security Agency, Center for Standards (L2), 9800
Savage Road, Suite 6447, Fort George G. Meade, MD 20755-6447
U.S. Atlantic Command (ACOM), 1562 Mitscher Avenue, Suite 200,
Norfolk, VA 23551-2488
U.S. Central Command (CENTCOM), (CCJ6-P), HQ US Central Command
  7115 South Boundary Blvd, MacDill AFB, FL 33621-5101

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U.S. European Command (EUCOM), HQ EUCOM/ECJ6-X, Unit 30400,
  Box 1000, APO AE 09128
U.S. Pacific Command (PACOM), HQ USCINCPAC/J623, Box 64029,
Camp Smith, HI 96861-4029
U.S. Southern Command (SOUTHCOM), HQ USSOUTHCOM, 3511 NW 91st
  Avenue, Miami, FL 33172
U.S. Space Command (SPACECOM), HQ USSPACECOM/J6N, 250 S.
Peterson Blvd., Ste 116, Peterson AFB, CO 80914-3050
U.S. Special Operations Command (SOCOM), HQ SOCOM/SOIO-C4I,
7701 Tampa Point Blvd., MacDill AFB, FL 33621-5323
U.S. Strategic Command (STRATCOM), HQ USSTRATCOM/J6671, Systems
Architecture and Engineering Branch, 901 SAC Blvd, Suite 2E24,
  Offutt AFB, NE 68113-6600
U.S. Transportation Command (TRANSCOM), HQ USTRANSCOM/JTCC-SP,
508 Scott Drive, Scott AFB, IL 62225-5357
Army/Communications-Electronics Command (CECOM),
  Attn: AMSEL-SE-OP-AI, Fort Monmouth, NJ 07703-5201
U.S. Coast Guard (USCG), Attn: G-SIA, HQ, USCG, 2100 2nd
Street, S.W., Washington, DC 20593-0001
Space and Naval Warfare Systems Command (SPAWAR), Bldg. OTC-1,
Room 2241, SPAWARSYSCOM Code 051-1, 4301 Pacific Highway,
  San Diego CA 92110-3127
Ballistic Missile Defense Organization (BMDO), 7100 Defense,
  Room 1E1037, The Pentagon, Washington, DC 20301-7100
Defense Threat Reduction Agency (DTRA), Information Systems
  Office, 45045 Aviation Drive, Dulles, VA 20166-7517
Aerospace Command and Control & Intelligence, Surveillance
  and Reconnaissance Center (AC2ISRC), 130 Andrews Street,
  Suite 215, Langley AFB, VA 23665-1993
National Institute of Standards and Technology (NIST),
  B164 Technology Building, Information Technology Laboratory,
Gaithersburg, MD 20899
Open Systems Joint Task Force (OSJTF), 2001 N. Beauregard
Street,   Suite 800, Alexandria, VA 22311
Office of the Secretary of Defense (OSD), C4I Integration
Support
  Activity, International Affairs Directorate, 6000 Defense,
The   Pentagon, Washington, DC 20301-6000
ASD/Economic Security, USD(A&T) TSE&E, 5109 Leesburg Pike,
Suite   304, Falls Church, VA 22041-3466
USD (Personnel and Readiness), (P&I)JR & IO, 4015 Wilson Blvd.,
Suite 1212, Arlington, VA 22203
USD (Comptroller/CFO), Director, Program Analysis and
Evaluation,   DTSE&E, 3110 Defense, The Pentagon, Room 3D1067,
Washington, DC   20301-3110

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ASD(Test and Evaluation) (DDR&E), 3110 Defense The Pentagon
  Room 3D1075, Washington, DC 20301-3110
ASD(C3I)/C2, Command and Control Directorate, Room 3D174,
  6000 Defense The Pentagon, Washington, DC 20301-6000
USD(ANT)/Defense Modeling and Simulation Office (DMSO),
  1901 North Beauregard St, Suite 504, Alexandria, VA 22311
ASD(C3I)/Command and Control, Room 3D174, The Pentagon,
Washington, DC 20301-3040
ASD(C3I)/Intelligence, ASD/C3I/I, Room 3D239, The Pentagon,
Washington, DC 20301-3040
ASD(Public Affairs), AFIS/DVI, 601 North Fairfax Street, Suite
326, Alexandria, VA 22314-2007
Naval Information Systems Management Center (NISMC), (Code
O0T),1225 Jefferson Davis Highway, Suite 1500, Arlington, VA
22202
Air Force Electronic Systems Center (ESC), 5 Eglin Street,
  Hanscom AFB, MA 01731-2116
Air Force Materiel Command/Sacramento Air Logistics Center/
  Technology Industrial Support Directorate, SM-ALC/TIEEA,
  4235 Forcum Avenue, Suite 1, McClellan AFB, CA 95652-1504
Joint Logistics Commanders, Joint Group for Systems
Engineering,   Space and Naval Warfare Systems Command, Code:
10-12
  2451 Crystal Drive, Building 5, Arlington, VA 22245-5200
Joint Logistics Commanders, Communications Electronics,
  Code 36, 2451 Crystal Drive, Building 5, Suite 701
  Arlington, VA 22245-5200
Air Force Joint Communications Program Office (JCPO),
  HQ USAF/SCS, 1250 Air Force, The Pentagon, Washington, DC
  20330-1250
National Reconnaissance Office, Room 32D23K, 14675 Lee Road,
Chantilly, VA 20151-1715
Joint Interoperability Test Command (JITC), 3701 North Fairfax
Drive, Suite 632, Arlington, VA 22203-1713
Commander DISA CENTCOM/SOCOM Field Office, 7115 South Boundary
Blvd., MacDill Air Force Base, FL 33621-5101